



## HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, Suite 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

To: City Council

From: Stephanie Reid, Interim Human Resources Generalist  
Susan Leonard, Human Resources Director

Date: March 3, 2014

Re: Department of Public Works – Increase One Union, Non-Exempt Regular Part-Time Parking Attendant from 24 hours per week to 32 hours per week

As detailed in the attached memo, the Assistant Director of Public Works-Equipment Services has requested an increase to one (1) Union, Non-Exempt Regular Part-Time Parking Attendant position from 24 hours per week to 32 hours per week to address ongoing overtime wages to cover a Friday shift at the Marketplace Garage.

The position, which will report to the Parking Foreman at the Department of Public Works, as shown on the attached existing and proposed organization charts, and without a change to the job description, was classified and scored using the Willis Classification System. The existing classification is an AFSCME non-exempt grade 6 with a corresponding salary range \$27,748 to \$32,895 from the FY14 AFSCME Willis salary table.

Particular to this position, the difference in funding for FY14 will be captured from the attrition of two (2) positions not filled due to automation with continued net savings in the FY15 budget. There will be an increase to the salary appropriations for FY14 and a decrease to the overtime appropriations for FY14.

We respectfully recommend your approval of the Assistant Director of Public Works-Equipment Services request to increase to one (1) Union, Non-Exempt Regular Part-Time Parking Attendant from 24 hours per week to 32 hours per week.

This position will become effective following City Council approval and signature of the Mayor.

Thank you.

Chapin Spencer  
Director of Public Works

Patrick Buteau  
Assistant Director DPW  
Parking & Fleet Services



645 Pine Street Suite A  
Post Office Box 849  
Burlington, Vt. 05402-0849  
(802) 863-0460 BUS (802) 863-0466 FAX  
(802) 863-0450 (T.T.V) For Hearing Impaired  
pbuteau@burlingtonvt.gov

## **MEMORANDUM**

To: Board of Finance & City Council  
From: Patrick Buteau, Asst. Director of Public Works  
Date: February 23, 2014  
Subject: Increase 24 hour Parking Attendant to 32 hour position

In the course of installing the automated lanes in the downtown garages, the Department has through attrition not filled one 40 hour position and one 24 hour position due to the automation. We have just moved an existing 24 hour employee based on seniority into a vacated 32 hour position giving the employee on more day per week of work. This employees 24 hour position is now open to be filled. With all of the accumulated sick and vacation time by the current parking attendants, we find ourselves one shift short every week in covering a Friday 9am – 5pm shift at the Marketplace Garage and typically have to fill it on an overtime basis.

With 90 individual shifts per week to be filled a huge amount of overtime is being paid to fill in when regularly scheduled attendants take time off.

Staff is requesting adding this difficult to fill Friday shift to the existing 24 hour vacant shift making the position a 32 hour position. Funding for the rest of this fiscal year will come from those positions not filled through attrition and the net savings in personnel will be reflected in the fiscal year 2015 budget.

Please see attached staffing levels before and after this request.

Current Parking Attendant Staffing Levels		
Number Employees	# hours per week	Total hours per week
12	40	480
5	32	160
5	24	120
22		760

Requested Parking Attendant Staffing Levels		
Number Employees	# hours per week	Total hours per week
11	40	440
6	32	192
3	24	72
20		704

## City of Burlington Job Description

**Position Title:** Parking Attendant  
**Department:** Public Works  
**Reports to:** Assistant Parking Manager  
**Pay Grade:** 6 **Job Code:** 229  
**Exempt/Non-Exempt:** Non-Exempt **Union:** AFSCME

**General Purpose:** This position collects fees and processes transactions using fee computers for customers exiting parking facilities. In addition this position coordinates simple customer matters, while referring more complex billing and ticket fee issues to Shift Leaders, Assistant manager or Manager respectively.

### Essential Job Functions:

- Process transactions and collect fees from customers in a courteous and respectful manner using automated fee computers for exiting vehicles.
- Settle routine customer payment issues and refer all other payment claim matters to supervisors.
- Carry out vehicle inventories when working the last shift prior to closing at any facility when needed.
- Have knowledge of and sell special discount parking packages from attendant booth.
- Refill ticket spitters with tickets as needed.
- Clear spitter jams and adjusts internal clocks as needed.

### Qualifications/Basic Job Requirements:

- High School Diploma or equivalent.
- Ability to perform basic mathematical calculations.
- Punctuality and the ability to be on-site as scheduled.
- Ability to remain in booth and/or on-site for entire shift.
- Must conduct themselves in a professional and courteous manner at all times.

### Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

☒ seeing                      ☐ ability to move distances                      ☐ lifting (specify)  
☐ color perception                      within and between                      ☐ pounds

<input type="checkbox"/> (red, green, amber) <input type="checkbox"/> hearing/listening	<input type="checkbox"/> warehouses/offices <input type="checkbox"/> climbing	<input type="checkbox"/> carrying (specify) <input type="checkbox"/> pounds
<input checked="" type="checkbox"/> clear speech <input checked="" type="checkbox"/> touching <input checked="" type="checkbox"/> dexterity <input checked="" type="checkbox"/> hand <input checked="" type="checkbox"/> finger	<input type="checkbox"/> ability to mount and dismount forklift/truck <input type="checkbox"/> pushing/pulling	<input type="checkbox"/> driving (local/over the road)
<input checked="" type="checkbox"/> reading - basic <input type="checkbox"/> reading - complex <input checked="" type="checkbox"/> writing - basic <input type="checkbox"/> writing - complex	<input checked="" type="checkbox"/> math skills - basic <input type="checkbox"/> math skills - complex <input checked="" type="checkbox"/> clerical	<input type="checkbox"/> analysis/comprehension <input type="checkbox"/> judgement/decision making
<input checked="" type="checkbox"/> shift work <input checked="" type="checkbox"/> works alone <input type="checkbox"/> works with others <input checked="" type="checkbox"/> verbal contact w/others <input checked="" type="checkbox"/> face-to-face contact <input checked="" type="checkbox"/> inside	<input type="checkbox"/> outside <input type="checkbox"/> extreme heat <input type="checkbox"/> extreme cold <input checked="" type="checkbox"/> noise <input type="checkbox"/> mechanical equipment <input type="checkbox"/> electrical equipment	<input type="checkbox"/> pressurized equipment <input type="checkbox"/> moving objects <input type="checkbox"/> high places <input checked="" type="checkbox"/> fumes/odors <input type="checkbox"/> hazardous materials <input checked="" type="checkbox"/> dirt/dust

**Supervision:**

Directly Supervises:   0  

Indirectly Supervises:   0  

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

**Approvals:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

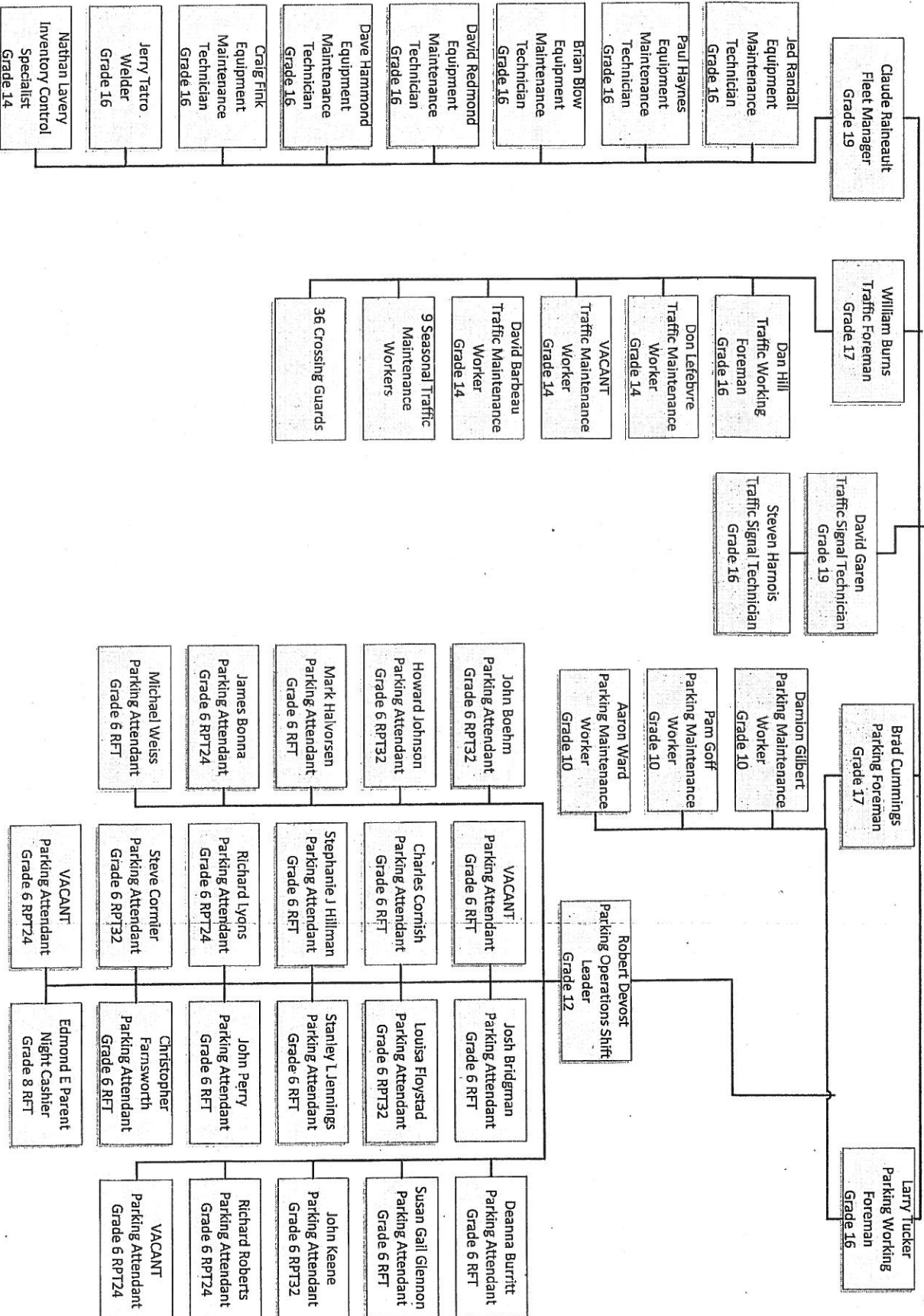
Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

(Revised July 2012)

This position description is provided to AFSCME for information only. The City has no obligation to negotiate with AFSCME regarding changes in position descriptions. The City's provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions.

Department of Public Works  
Division of Equipment Services  
City of Burlington  
January 2014

Patrick Buteau  
Assistant Director of  
Equipment Services  
Grade 23



Department of Public Works  
Division of Equipment Services  
City of Burlington  
PROPOSED MARCH 2014

Patrick Buteau  
Assistant Director of  
Equipment Services  
Grade 23

Claude Raineault  
Fleet Manager  
Grade 19

William Burns  
Traffic Foreman  
Grade 17

David Garen  
Traffic Signal Technician  
Grade 19

Steven Harnois  
Traffic Signal Technician  
Grade 16

Brad Cummings  
Parking Foreman  
Grade 17

Larry Tucker  
Parking Working  
Foreman  
Grade 16

Jed Randall  
Equipment  
Maintenance  
Technician  
Grade 16

Paul Haynes,  
Equipment  
Maintenance  
Technician  
Grade 16

Brian Blow  
Equipment  
Maintenance  
Technician  
Grade 16

David Redmond  
Equipment  
Maintenance  
Technician  
Grade 16

Dave Hammond  
Equipment  
Maintenance  
Technician  
Grade 16

Craig Fink  
Equipment  
Maintenance  
Technician  
Grade 16

Jerry Tatro  
Welder  
Grade 16

Nathan Lavery  
Inventory Control  
Specialist  
Grade 14

Dan Hill  
Traffic Working  
Foreman  
Grade 16

Don Lefebvre  
Traffic Maintenance  
Worker  
Grade 14

VACANT  
Traffic Maintenance  
Worker  
Grade 14

David Barbeau  
Traffic Maintenance  
Worker  
Grade 14

9 Seasonal Traffic  
Maintenance  
Workers

36 Crossing Guards

Damion Gilbert  
Parking Maintenance  
Worker  
Grade 10

Pam Goff  
Parking Maintenance  
Worker  
Grade 10

Aaron Ward  
Parking Maintenance  
Worker  
Grade 10

Robert Devost  
Parking Operations Shift  
Leader  
Grade 12

John Boehm  
Parking Attendant  
Grade 6 RPT32

Howard Johnson  
Parking Attendant  
Grade 6 RPT32

Mark Halvorsen  
Parking Attendant  
Grade 6 RFT

James Bonna  
Parking Attendant  
Grade 6 RPT24

Michael Weiss  
Parking Attendant  
Grade 6 RFT

VACANT  
Parking Attendant  
Grade 6 RFT

Charles Cornish  
Parking Attendant  
Grade 6 RFT

Stephanie J Hillman  
Parking Attendant  
Grade 6 RFT

Richard Lyons  
Parking Attendant  
Grade 6 RPT24

Steve Cormier  
Parking Attendant  
Grade 6 RPT32

VACANT  
Parking Attendant  
Grade 6 RPT32

Josh Bridgman  
Parking Attendant  
Grade 6 RFT

Louisa Floydstad  
Parking Attendant  
Grade 6 RPT32

Stanley L Jennings  
Parking Attendant  
Grade 6 RFT

John Perry  
Parking Attendant  
Grade 6 RFT

Christopher  
Farnsworth  
Parking Attendant  
Grade 6 RFT

Edmond E Parent  
Night Cashier  
Grade 8 RFT

Deanna Burritt  
Parking Attendant  
Grade 6 RFT

Susan Gail Glennon  
Parking Attendant  
Grade 6 RFT

John Keene  
Parking Attendant  
Grade 6 RPT32

Richard Roberts  
Parking Attendant  
Grade 6 RPT24

VACANT  
Parking Attendant  
Grade 6 RPT24



## AFSCME

## TABLE 32 for FY 14

Grade	Step 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
-------	--------	---	---	---	---	---	---	---	---	----	----	----	----	----	----

6	27748.48	28263.13	28777.54	29292.43	29807.08	30321.97	30836.61	31093.82	31351.26	31608.71	31865.91	32138.81	32380.56	32638.00	32895.45
	533.6247	543.5218	553.4143	563.3160	573.2131	583.1147	593.0118	597.9581	602.9089	607.8597	612.8060	618.0540	622.7031	627.6539	632.6048
	13.3406	13.5880	13.8354	14.0829	14.3303	14.5779	14.8253	14.9490	15.0727	15.1965	15.3201	15.4513	15.5676	15.6913	15.8151

Regular Wage, does not include overtime

Step 1	Cost per 24 hrs per wk
Step 15	320.1748
	379.5629

Step 1	Cost per 32 hrs per wk
Step 15	426.8998
	506.0838

DEPARTMENT HEAD REQUEST  
FOR APPROVAL TO FILL

All of the following information must be answered completely and submitted to the Human Resource office prior to filling a position. Attach additional sheets if necessary.

1. Title of position: Parking Attendant  
New World Position JD number: \_\_\_\_\_
2. Current Grade for position: 6 Current salary for position: \$13.94 hourly
3. Position Status (check one):  
☐ Regular Full Time  
☒ Regular Part Time, hours per week: Change from 24 to 32 hours  
☐ Limited Service Full Time  
☐ Limited Service Part Time, hours per week: \_\_\_\_\_
4. How long has position been in the budget? Over ten years
5. How long was the previous employee in the position? 1 year 3 months
6. How many people does the position affect? Customers exiting Parking Garages
7. Reason for vacancy (check one):  
☐ Resignation ☐ Retirement  
☐ Removal of provisional/probationary employee  
☒ Other (please specify): Existing employee picked up more hours
8. Date of vacancy: 02/18/2014  
Total hours being paid out to vacating employee: none
9. Date to fill position: ASAP
10. Funding for the position is (check all that apply):  
For Salary  
☐ 100% local share ☐ Local/Grant - indicate % \_\_\_\_\_  
☐ Grant  
☒ Other (please specify): Traffic Special Revenue Fund  
  
For Benefits  
☐ 100% local share ☐ Local/Grant - indicate % \_\_\_\_\_  
☐ Grant  
☒ Other (please specify): Traffic Special Revenue Fund

11. Provide justification for filling this position: Refill 24 hour position of incumbent who took 32 hour position to pick up more hours. This 24 hour position is necessary for continuous coverage of the 95 shifts that need to be filled on a weekly basis. Additionally we would request to add one more shift to this position making it a 32 hour position to provide coverage for a Friday day shift that typically requires filling with overtime by existing employees. Currently we have one 40 hour and two 24 hour positions vacant including this position. Adding one more shift to this 24 hour position will leave us with 80 hours of unfilled positions which we had anticipated with automating some of the parking booths for credit card use only. Current fy2014 budget accounts for these positions so final reductions in staffing will be made in the 2015 and future budgets.

12. Explain the impact of not filling this position: Shortage of attendants to provide customer service to exiting patrons of City owned parking facilities.

Department Head Signature

CAO Signature

Date

Date